



350GT Group Management Plan

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Version:1.0

Project name Group Management Plan

Team management agreement

Team configuration and management

Project client: 350.org

Project supervisor: Lesley Smith and Samuel Mann

Project team leader: All project members are treated equally

Project team members: Bushra Ahmed
Naomi Poole - little.evil.gnome@gmail.com
Phillip Bennett - phillipb_69@hotmail.com

Communication plan:

Our group has set meeting times every week. These are:

- Mondays 3-3:30
- Wednesdays 10-10:30
- Thursdays 10-12 (during lecture time)
- As well as the above times if one team member feels we need to address some issues the team will arrange a time to meet that suits everyone.

If a lecturer needs to be contacted the responsibility lies with the person who first identifies the issue. If that person is unable to proceed then another team member is allocated and it is their responsibility to relay back to the other team members the progress of the meeting as soon as possible.

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Project standards and procedures:

Include description of how deliverable will be evaluated and presented to the client.

- *Define the documentation standards (style, font, logos and images used).*
- *Who will check the standard of the final product?*
- *Version control*
- *How will the group ensure deadlines are met?*
- etc*

Our document standards are all completed in Times New Roman with various fonts depending on their relevance. Our team has joined together to create a logo that we believe will represent our team well and will be easy to remember and recognizable to viewers.

In terms of quality control and evaluating the standard of our product we rely on everybody in the team constantly reevaluating our project so that no one is left feeling like they are part of a team that is going to be handing in something that is below par.

For deadlines our team has proven itself in recent weeks as one that is able to perform to a timeline and we have no worries about this effecting our performance in the future, however just in case it does happen our team will work together to help bring all work up to date.

When it comes to presenting this project to the client our team will set up a projector to show the application on a larger scale so that the client will not have to stare at a small mobile phone while listening to the team present.

Before we present our final product we will be arranging for some people to evaluate our product for us and relay feedback to us. Each team member has some contacts that have mobile phone experience who will test the product for us.

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Management Strategies

*Make sure that your plan can cope with a wide range of management issues. You cannot possibly specify responses to all possibilities discussed in class but a robust and flexible document should mean you could manage your way through these issues. Some of these issues **will** occur in your project.*

Outline some general strategies that will enable your group to deal with the types of crises discussed in class.

For example:

- *Group conflict resolution*
- *Loss of essential files*
- *Client issues*
- *Missing group member*
- *Conflicting instructions (client/lecturer)*

• **Group conflict resolution** - We will talk to each other and try to solve any issues that arise with in our group and if we can't solve them, then we will talk to either of the lecturers and try to sort things out.

• **Loss of essential files**- To ensure this does not happen back up all of our files. As everything we complete is put onto the Wiki it is another form of backup. Every team member also has their own copy of all work.

• **Client issues**- Talking to the client and working with her to resolve any issues will sort anything out however if it escalates the lecturers will have to be introduced to the problem.

• **Missing group member**- In the event of a missing team member the remaining members will try to ensure than any work missed by them will be recorded for them to catch up on. If that person continues to miss classes and work commitments then the lecturers will be involved to discuss the termination of that person within the project.

• **Conflicting instructions (client/lecturer)** – If we are unsure of anything either the lecturer or client has said we will double check everything with them to make sure we are all on the same level and away of what the instructions are.

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Research Disclaimer

Please note: We would like to be able to write about your experiences of doing this project. This will help us improve our teaching. As such, we would much appreciate a statement in your group management agreement to this effect:

“All members of this group are aware that our experiences in undergoing this project may be used in research into teaching methods for software engineering. We understand that identities will be confidential and that taking part in this research is entirely voluntary and will not affect in any way how we are treated by the lecturers in this course”.

Otago Polytechnic Disclaimer

You should also insert the clause below into your group management agreement and include it in any software you release.

“Some of the material in this document was created as part of a project by students of Otago Polytechnic, but its inclusion is not endorsement by the Polytechnic of any of the products, services, ideas, people, or businesses referred to”.

Group Contract:

I agree to abide by the above group rules established in consultation with all group members:

Name:Phillip Bennett.....

Signature.....

Date.....

Name:Naomi Poole.....

Signature.....

Date.....

Name:Bushra Ahmed.....

Signature.....

Date.....